

# DHMH PROCEDURE

<http://www.dhmh.state.md.us/policies/inpolm.htm>

DHMH PROCEDURE:02.03.02.P1  
Effective Date November 15, 2003

## SPACE RENTAL(LEASES)

### ACTOR

Requesting Unit

### ACTION REQUIRED

1. Contacts Authorized Requesting Official and discusses the need for new and/or renewable rental space at approximately fifteen (15) months in advance of need. (See DHMH Policy 02.03.02).

2. Obtains approval to renew or request new rental space then prepares the DGS 680-1 Request for Space Form.

3. Forwards four (4) copies of DGS-680-1 Request for Space Form to the Authorized Requesting Official for review and approval.

Authorized Requesting Official

4. Approves, signs requisitions, and forwards three (3) copies of the Request for Space form to the DHMH Lease Coordinator in GSA.

DHMH Lease Coordinator

5. Reviews forms for accuracy and completeness of information. Forwards to the Director, GSA, if approved.

Director, GSA, DHMH

6. Forwards copy of the Request for Space form to the Director, Budget Management Office (BMO)(or to other appropriate funding source in the case of Local Health Departments (LHD's), for funds certification.

Director, BMO, DHMH  
(or LHD funding source)

7. Certifies the Request for Space form for availability of funds and returns form to the Director, GSA.

Director, GSA, DHMH

8. Forwards Request for Space form to the LMPD (Lease Management and Procurement Division).

### Department of Health & Mental Hygiene

Office of Regulation and Policy Coordination - Policy Administrator  
201 West Preston Street - Room 503A - Baltimore Maryland 21201-2301  
Phone 410 767-5934 FAX 410 333-7304

**ACTION REQUIRED**

---

	9. Maintains contact with the LMPD to expedite the bidding and/or negotiation of the lease, receipt of bids, and/or negotiation information.
DHMH Lease Coordinator	10. Maintains contact with the requesting unit to keep requesting unit informed on all developments.  11. Upon receipt of responses to a request for bid for rental space originated from DGS, forwards the responses to the requesting unit.
Requesting Unit	12. Reviews the responses with the Authorized Requesting Official, makes comments and ranks the bid responses in order of desirability.  13. Sends the ranking information and the comments through the DHMH Lease Coordinator to the Director, GSA.
Director, GSA, DHMH	14. Sends the bid rankings and comments to the LMPD.  15. Maintains contact with the LMPD to expedite the negotiating process, the writing of the lease, and the signing of the lease by the lessor.  16. Upon receipt of the lease from DGS, checks the lease for monetary amount, the signature of lessor, and the acceptability of the lease terms and conditions.  17. If the lease for rental space is higher than originally expected (Step 6), requests a monetary certification from the Director, BMO, or other funding source. Explains the need for a second request.
Director, BMO	18. If requested, certifies to the availability of funds and sends the information to the Director, GSA
DHMH Lease Coordinator	19. Sends copy of lease to Authorized Requesting Official and requests review with Requesting Unit.  20. Reviews lease with the Authorized Requesting Official.

**ACTION REQUIRED**

---

Authorized Requesting Official

21. Approves or disapproves the lease, as written, and returns it to Director, GSA.

Director, GSA

22. If disapproved, contacts LMPD, and requests renegotiation of the lease based on the disapproval and comments of the Authorized Requesting Official and the Requesting Unit.

23. If approved or renegotiated to the satisfaction of the Requesting Unit, and approved by the Authorized Requesting Official, forwards the lease to the Secretary for signature.

Secretary, DHMH or Designee

24. Reviews and signs lease, then returns documents to Director, GSA.

Director, GSA

25. Forwards lease documents to the LMPD for processing.

26. Maintains contact with the LMPD to expedite the leases placement on the agenda of Board of Public Works.

27. Upon receipt of the fully executed, approved lease and approval letter, sends a cover memo with a copy of the lease and the approval letter to the Authorized Requesting Official and the Requesting Unit informing them that lease is operational.

DHMH Lease Coordinator

26. Files completed documents in the GSA Director's Lease File.

**APPROVED:**

/s/ Signature on File

Nelson J. Sabatini, Secretary

November 15, 2003  
Effective Date